

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE BOROUGH
OF HIGHTSTOWN, NEW JERSEY
HELD ON WEDNESDAY, OCTOBER 19, 2011 AT 4:00 P.M.**

Chairman Robert W. Hung called meeting to Order.

OPEN PUBLIC MEETING ACT STATEMENT: In compliance with Chapter 213 of the Public Laws of 1975, Notice of this Meeting was given by way of the Annual Notice published in the Trenton Times, Princeton Packet and are posted on the calendar at The Hightstown Borough Municipal Building by the Authority and posted in a public place reserved for such announcements in the lobby of the Community Building of the Housing Authority Office.

The Roll Call by Sherry Cavanaugh showed that those present and absent were as follows:

PRESENT: Allen Keith LePrevost, Executive Director, Commissioner Robert Hung, Chair; Commissioner Carole Nelson, Vice Chair; Commissioner James M. Eufemia, Commissioner Katherine Patten, Commissioner Esther Velázquez,

ALSO PRESENT:

Sherry Cavanaugh, Hightstown Housing Authority Administrative Assistant
Janina Mielnicka, Hightstown Housing Authority Director of Administration

ABSENT: Commissioner Thomas Eden, Commissioner Eva Teller

APPROVAL OF MINUTES: Regular Meeting Minutes of September 28, 2011

Meeting Minutes of September 28, 2011 ~ Motion to Approve was made by Commissioner Nelson, seconded by Commissioner Patten. The motion passed unanimously.

Executive Director's Report

- Continued to address overcrowding and troubled apartments.
- The trees have all been trimmed.
- Contracted for our lawn and landscape work for the fall clean up and next year.
- We have conducted a full property inspection which included every apartment unit on the property. From this inspection, we generated 295 work orders. On the public and mechanical spaces we will inspect next week and generate work orders. Charlie and David have completed 64 of the work orders in the last 2 weeks.
- We are taking measures to offset the high cost of water and our usage. Mr. Eden donated low flow shower heads which are now being installed in every apartment. I am making sure every apartment that is being renovated with new bathrooms are using low flow devices. Also, we are installing flow restrictors in every faucet on the property.
- Need to establish policy to eliminate cash transactions in the office. Tremendous amount of cash comes in and it is not auditable. Need to have paper document (check, money order) from tenant each month.
- Met with our generator service company and we are developing a plan for regular scheduled maintenance. There has been a lack of maintenance on our generators over the years, leaving 2 of the 4 units non-operational and the other 2 in need of extensive work. Price quotes are being received on getting them back on line. The cost of repair may warrant replacement of the units.
- We have been testing having outside painters come in and paint our apartments. We have tried 2 test apartments with positive results. They painted a 2 bedroom and a 3 bedroom in one day.

- Reviewed the construction documents in depth and have met with the contractors and the architects to discuss the project. Construction began on Monday, October 17th for the initial mock up unit. We had a meeting with the architect, building inspector this morning to discuss the project and the existing conditions.
- Set up our annual REAC inspection for January 26th.
- We have fully implemented the Yardi Beacon software, including Work Order. We are still in the testing and proving stage and will be going totally on line as of November 1.
- We have contracted MCS computer services to design and manage our website. I have been working on the process and developing all the documents for the site. I will need your feedback on the web site and additional information you would like to see in the site.
- The Boilers have been serviced and we have adjusted the water temperatures to a more reasonable level. We are also looking into installing and repairing the thermostat controls in each apartment.

Open Public Meeting: At this time the public is invited and encouraged to participate in open forum. It is requested by the Chairman of the Board and the Commissioners of the Housing Authority that all comments and opinions be relevant and timely, and be expressed in a manner which contributes to and advances the orderly progress of the meeting and for all concerned. The Chairman or presiding Commissioner may determine that it is necessary to limit the amount of time allotted to speakers from the public.

No Members of the Public came forward.

Meeting was moved to Executive Session.

Next meeting is scheduled for November 16, 2011 at 4:00 pm.

Respectfully Submitted by:

Sherry Cavanaugh, Administrative Assistant

